

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: In-Court Team Supervisor

Revision Date: 06/19

EEO Category: Para-Professional

Status: Non-exempt

Control No: 30257

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction and supervision of the Court Administrator, administers and supervises the clerical operations of In-Court Clerk Team. Performs a variety of routine to complex administrative and in-court duties as needed to maintain comprehensive records, reports, accounts, or files related to activities of the Sandy City Justice Court.

III. Essential Duties:

Supervisory Duties:

- a. Coordinate daily functions and responsibilities of the In-Court Team.
- b. Perform performance evaluations and quarterly performance reviews.
- c. Provide coaching and training to Court Clerks focusing on career development.
- d. Perform employee relations functions including recruitment, recognition, discipline, policy adherence, issue resolution and ensuring a positive and productive work environment.
- e. Carry out supervisory responsibilities in accordance with the court's policies, procedures, and applicable laws.
- f. Monitor In-Court Team Clerks' performance for conformance to policies and standards.
- g. Assist Court Clerks in setting up revenue and trust accounts, commitments, transports, interpreters and other in-court duties.
- h. Assists Court Administrator to create and maintain court policies and procedures.

In-Court Duties:

- a. Coordinate all aspects involved with running a Jury Trial including jurors.
- b. Distributes E-Filing to appropriate case managers for processing.
- c. Performs complex In-Court duties.
- d. Updates In-Court calendars and rotations.
- e. Processes Audio Requests.
- f. Reviews the Under Advisement and Appointments of counsel reports and corrects issues.
- g. Ensures proper record keeping of all hearings and the functioning of in-court equipment.

IV. Marginal Duties:

- a. Perform daily functions of a Court Clerk, as needed.
- b. Perform supervisory duties for other court teams, as needed.
- c. Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent; accounting or bookkeeping training preferred. Bachelor's degree in a related field preferred.

Experience: Four years of general court or legal experience required. Two of the years must have been as a justice or district court in-court clerk. Must be eligible to receive security clearance to obtain access to state computer files.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Case management systems; filing procedures; accounting procedures; purchasing procedures, court policies and procedures; thorough understanding of legal terminology and court documents.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for proper documentation of citation, arraignments, and court proceedings. Must be able to maintain confidentiality of records.

Communication Skills: Must present a professional demeanor and appearance consistent with a court business environment. Must have exceptional interpersonal skills working with fellow co-workers, employees, city departments and outside agencies in stressful conditions. Listen and provide information to the public regarding Sandy City Justice Court procedures and handling complaints. Must be effective in verbal and written communications. Must be able to communicate effectively with employees to provide training and improve performance.

Tool, Machine, Equipment Operation: Must be proficient in a technology driven environment with intermediate to advanced computer skills. Ability to type 50 wpm; occasional use of a ten-key; constant use of personal computer using word processing, spreadsheet programs, case management programs and the internet; regular use of a printer, phone and copy machine.

Analytical Ability: An attention to detail and strong organizational skills to manage competing priorities. Ability to explore problems with a solution based approach; prioritize tasks; work well under pressure and impending deadlines; work well within a team and independently. Ability to analyze information and make effective and informed decisions.

VII. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls and may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent pressure due to exposure to deadlines and contact with the public. Great responsibility for confidentiality of records and the care, condition and use of materials, equipment and money.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____